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| **HOTEL INFORMATION:** |
| Hotel Full Name: |  |
| Star Classification: |  |
| Address: |  |
| Geographical Zone: |  |
| Total number of guest rooms |  |
| Total Number of Conference room |  |

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| **GENERAL HOTEL SERVICES:** |
|  | ANSWEAR AVAILABLE (YES/NO) |
| Elevator |  |
| Parking At Hotel Property |  |
| Air-conditioning / heating |  |
| Accessible By Wheel Chair |  |
| Restaurant  |  |
| Gym |  |
| Swimming Pool |  |
| Number of parking spaces: |  |
| If other kindly add them |  |

Documentations to be attached to this technical offer:

1. Hotel profile,
2. Lunch and dinner buffet menu
3. Coffee Break Menu
4. Presenting detailed technical offer of all amenities, services, advantages, venue specifications, etc.
5. Additional Information deemed relevant
6. Hotel Cancelation Policy

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|  | **GUEST ROOM/ ACCOMMODATION** |
|   | ***Dimensions*** |  | ***Room details*** |
| **Room type** | Size | Bed | TV | Internet | Direct dial telephone | Suitable for disabled people | Roomservice | Heating and cooling service | Mini-bar with small fridge | Safe in room | Room has balcony | Shampoo & towels | Available number of room/room type |
| Sqm | Type | Yes/no | Type/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | Yes/no | State the QTY |
| *Example: single room* | *16* | *Twin-bed* | *Yes* | *Wi-Fi* | *Yes* | *No* | *Yes* | *Yes* | *Yes* | *No* | *No* | *No* |  |
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| **Bidder comments if any:** |   |

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| **MEETING / CONFERENCE FACILITIES** |
|  | ***Dimensions*** | ***Persons*** | ***Facilities*** |
| **Conference room name** | Height  | Size | Class-room | Theatre | U Shape | Board room | Banquet | Reception | Natural Ventilation | Natural daylight | Internet available Type & speed | Coffeebreak facilities  | Lunch facilities | Air-conditioning/ heating | Available number of room/conference room type |
| Meter | Sqm | Max. no. | Max. no. | Max. no. | Max. no. | Max. no. | Max. no. | Yes/no | Yes/no | Type/no | Distance (meters) | Located in  | Yes/no | State the qty |
| *Example: Conference Room A* | *3* | *100* | *30* | *75* | *30* | *30* | *60* | *90* | *Yes* | *Yes* | *Wi-Fi, 30 Mbit/s* | *Next to room or in room* | *Yes* | *Yes* | *3* |
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| **Bidder Comments if any:** |  |